



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

REPLY TO
ATTENTION OF:

29 MAR 2004

EANC-GC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #35 - 19th TSC Travel Policy

1. REFERENCES.

- a. Joint Federal Travel Regulation (JFTR), Volume I.
- b. Joint Travel Regulation (JTR), Volume II.
- c. AR 600-8-10, Leave and Passes, 1 Jul 94.
- d. AR 600-8-105, Military Orders, 28 Oct 94.
- e. USFK Reg 37-1, Travel Policies and Procedures, 26 Aug 99.
- f. USFK Reg 10-2, Installation Management and Base Operations, 17 Dec 92.
- g. USFK Pam 37-3, Temporary Duty/Temporary Additional Duty Travel Policies and Procedures, 1 Feb 00.
- h. Standard Operating Procedure (SOP), EANC-GC-PB, 15 Apr 98, subject: Overnight TDY in the Seoul Area.
- i. Final Guidance on the Implementation of the Travel and Transportation Reform Act (TTRA) of 1998, 20 Feb 01.

2. PURPOSE. This memorandum designates responsibility and describes policy and procedures for TDY orders within the 19th Theater Support Command (TSC).

3. APPLICABILITY. This memorandum applies to all military, U.S. civilians and local nationals assigned to the 19th TSC.

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4. GENERAL POLICY.

a. Use the "train the trainer" technique and send only one vice several persons TDY to training classes.

b. Conduct conferences in lower per diem localities when cost effective. Program mid-morning start times and mid-afternoon ending times to permit one-day travel to and from a conference. For multi-day conferences, training permitting, avoid early Monday starts or late Friday wrap-ups.

c. Place a statement on TDY orders that travel must start and end on specific dates. Travel on weekends and holidays are to be strongly discouraged. This will ensure that per diem is only paid for official business. In the event that in-country travel is greater than one week, the traveler will be issued repeated TDY orders stating that return to the permanent duty station during weekends is required.

d. For medical appointments, ensure that medical TDY requests include a statement from the 121st EVAC Hospital Patient Administration Division (PAD) authorizing the TDY. For patients stationed outside Yongsan Garrison, to assist in saving funds, identify the location of the traveler's permanent duty station to ensure appointments are scheduled for late morning/early afternoon to accommodate one-day travel. Travelers must obtain a signed DD Form 1610 prior to departing for the medical appointment.

e. Travelers will use travel orders to procure rail tickets to the maximum extent. If train tickets are procured in this method, the Korean Government pays the cost of the ticket.

f. Make maximum use of the C-12 Air Shuttle between Daegu and Seoul by contacting the reservation desk at 723-5989, to secure necessary reservation.

g. If travelers want to reside on-post in Yongsan, they may use the following: 19th TSC rooms at 738-4134 (19th TSC Seoul Office), the Religious Retreat Center at 723-7314, the Embassy Club at 738-6124, or the sports complex on Camp Coiner at 724-8830. Additionally "open bay" type lodging is available at the Walker Center, call 736-1048 for reservations. For hotel accommodation, Blanket Purchase Agreement (BPA) Hotels in the Seoul area

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will be used for all military, U.S. civilians and local nationals from 19th units in Area IV. Procedures on BPA use are outlined in reference 1i.

h. Trip reports will be used to document the value of TDY in excess of one day, provide an audit trail, and inform concerned parties about the purpose, open issues and accomplishments associated with the TDY.

i. Complete travel within one day if at all possible.

j. DOD guidance specifically states, "failure to use the travel card shall not be a basis for refusing to reimburse the traveler for otherwise appropriate charges." However, commanders will encourage that all personnel who have a card use it for all expenses arising from official government TDY travel unless otherwise exempted in reference 1i.

5. SPECIFIC POLICY. The following procedures are established and apply to all individuals when traveling in an official capacity.

a. Authority to issue TDY orders is delegated to the ACoS, Resource Management and subordinate commanders of the 19th TSC who may further delegate to activities under their command.

b. The Chief of Staff, 19th TSC is the approving authority for:

(1) Blanket, repeated, and out-of-country travel orders. The following are the HQ, 19th TSC blanket travel authorized by positions:

Commanding General
Deputy Commander
Chief of Staff
Command Sergeant Major
Aide-de-Camp
Secretary of the General Staff
ACoS, G1
ACoS, G3/Deputy G3
ACoS, G4
ACoS, G5
ACoS, G6

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ACofS, RM
Support Operations Officer
Inspector General/Staff

(2) On a case by case basis for all exceptions to travel policy when: utilization of government quarters and/or mess will adversely affect the mission; rental car in conjunction with CONUS travel; or medical hardship requiring other than coach class air travel or other special fares. All requests must be supported with written justification to include competent medical authority when request is related to medical needs. Requests involving the "14-hour" flight upgrades are not normally approved unless accompanied by both a travel itinerary that clearly indicates the traveler will disembark the aircraft and proceed directly to duty/meeting and information confirming that no other practical travel options exists.

(3) All requests for variations in travel with written justification.

c. ACofS, Resource Management, 19th TSC will issue and monitor travel ceilings to all units and staff sections. The Director of Resource Management or unit budget officer will be responsible for:

(1) Providing the proper fund accounting classification and travel order number on all requests for temporary duty orders.

(2) Entering the Disbursing Station Number (DSSN) on each DD Form 1610 that correctly identifies the finance office responsible for payment.

(3) Verifying that the statement contained in the Remarks section (Block 16, DD Form 1610) is consistent with travel policy.

(4) Identifying whether the traveler is or is not a government travel cardholder and annotate this on the order.

(5) Authenticating travel orders.

(6) For those 19th TSC units that have a large volume of overnight travelers in the Seoul area, use of Blanket Purchase Agreement (BPA) hotel rooms is required. BPA lodging facilities under contract are required to meet all safety, security, and adequacy requirements. Large volume is defined as a

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minimum of \$2K savings per month (the difference between the BPA vs Dragon Hill Lodge cost of a room). Commanders have the discretion to direct their travelers to on-post lodging on a exception basis (force protection or medical reasons). If BPA rooms are not available, then travelers must find their own lodging either on or off post. Units with overnight trips that aren't sufficient to justify the extra man-hours necessary to administer BPA rooms, are not required to establish and use BPA lodging contracts (monthly savings of less than \$2K don't meet the cost/benefit ratio test).

(7) Providing a monthly status of funds status report to the Chief of Staff and Primary Staff members of the 19th TSC.

d. HQ 19th TSC Principal Staff Officer will:

(1) Approve travel assigned personnel.

(2) Ensure travelers file settlement vouchers within five working days to Finance. Review travel claims, DD Form 1351-2 (travel voucher) for its overall propriety to ensure that the claim is complete, reasonable, and consistent with both the mission and authorized reimbursable expenses on the DD Form 1610 (CofS will review Principal Staff Officer's travel vouchers). Ensure the reviewing official signs and dates block 20c and 20d of the DD Form 1351-2 prior to the voucher submission to the finance office. Reviewing official responsibility may be delegated to division chiefs; alternates should be considered for periods of absence and continuity.

(3) Ensure travelers provide a copy of the settlement voucher within two workdays after receipt of the settlement voucher to the 19th TSC HQs Activity Budget Section (permissible under Privacy Act 1974; Auth 5 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397).

(4) Maintain funding targets for TDY travel within each fiscal quarter, as determined by Chief of Staff, 19th TSC.

(5) Maintain staff section TDY "checkbook" balance based upon estimates of travel funds required.

(6) Request exception to policy in writing to exceed TDY Targets for their individual staff section.

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(7) Ensure that the TDY Commitment Computation Sheet (Encl 1) and the Travel Funding Status Log (Encl 2) are attached to each TDY travel request. This will provide visibility of current TDY balances for the requesting section.

e. 19th TSC Subordinate Commanders will:

(1) Not exceed TDY travel ceilings issued to their command without prior approval of CofS, 19th TSC.

(2) Approve all travel orders for assigned personnel. This authority may be delegated in writing to commander's designated representative.

(3) Certify availability of funds on all requests for TDY travel. This authority may be delegated to the Resource Manager/Budget Officer in writing.

(4) Act as the order authorizing official. This authority may be further delegated in writing.

(5) Ensure travelers file settlement vouchers within five days to Finance. Review travel claim, DD Form 1351-2 (travel voucher) for its overall propriety to ensure that the claim is complete, reasonable, and consistent with both the mission and authorized reimbursable expenses on the DD Form 1610. Ensure the reviewing official signs and dates block 20c and 20d of the DD Form 1351-2 prior to voucher submission to the finance office. This may be delegated to directorates and further delegated to division chiefs.

(6) Ensure travelers provide a copy of the settlement voucher within two workdays after receipt of the settlement voucher to servicing Budget Office (permissible under Privacy Act 1974; Auth 5 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397).

(7) Ensure that the TDY Commitment Computation Sheet (Encl 1) and the Travel Funding Status Log (Encl 2) are attached to each TDY travel request. This will provide visibility of current TDY balances for the requesting section.

f. Servicing Budget Offices will:

(1) Certify availability of funds on all requests for TDY travel.

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(2) Enter the DSSN of the finance office responsible for payment on each TDY order.

(3) Identify and reconcile cost discrepancies between the estimated and actual cost. This is accomplished through the reconciliation of the Data Based Commitment Accounting Systems (dbCAS) estimated entries and the Standard Army Financial System (STANFINS) actual payment.

g. Requesting/Approving Officials will:

(1) Review requests to ensure that the travel is necessary and that only the fewest personnel possible required for a purpose are traveling, the most economical mode transportation is used, the period of TDY is the shortest possible time within mission capabilities, the minimum essential entitlements are authorized and the request is prepared properly. For example, military personnel can be directed to have meals in DFACs.

(2) Indicate the nearest military installation(s) of the TDY mission in Block 11 (Itinerary), if applicable. If not, identify the specific state by city/town or other location of the TDY mission.

(3) Ensure the itinerary listed is only for what is necessary to accomplish the mission. Check the proceed date of the TDY. Ensure that the traveler is not leaving on or staying through a weekend or holiday unless necessary.

(4) Submit TDY orders to the servicing budget office for fund certification at least five working days prior to departure for routine TDY orders. The purpose of this requirement is to make maximum use of tariff saving flights and government facilities, allow sufficient time for verifying accuracy of request and ensure corrections are made when necessary prior to commencing travel.

(5) In an emergency, travel may be authorized on verbal orders. However, a written justification for the confirming orders will be prepared within three working days upon completion of TDY in order to prepare and process the travel order.

(6) Ensure that changes to mass travel involving exercise movement are reported.

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(7) Only allow privately owned vehicle use when more advantageous to the Government.

(8) Grant permissive TDY for travel to non-official functions.

(9) Approving Official may request but will not approve his/her own travel.

(10) Approving Official will not approve and fund certify on the same order.

(11) Encourage close review of travel vouchers by supervisor. Supervisors should ensure amount listed for split disbursement represents the Government Travel Card (GTC) charges made and not just a token amount.

(12) Ensure that DD Form 1610s are properly annotated for approved leave taken in conjunction with TDY and that leave forms are completed in advance. A copy of the leave form must be submitted with the travel voucher for military and civilian travelers.

(13) The requesting official will attach a copy of the TDY Commitment Computation Sheet (Encl 1) and the Travel Funding Status Log (Encl 2) to each TDY travel request. This provides the approving official with the current TDY funding status for the section.

h. Travelers will:

(1) Utilize government transportation, quarters, and dining facilities to the maximum extent possible. If government quarters and/or mess are not available, a statement of non-availability will be attached to the travel voucher (DD Form 1351-2).

(2) Attach the tasking document, e.g., orders, message, letter, appointment slip, etc., to process or obtain approval on DD Form 1610. When the tasking is other than written, the organization (action office) will document the tasking requirement and forward it along with DD Form 1610. The tasking document will include the fund cite, dollar amount, TDY location and other information that will facilitate the processing and settlement of the TDY.

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(3) Submit travel claims (DD Form 1351-2) to Finance within five days upon completion of the TDY travel, or comply with procedures outlined in subparagraph 5i(3), below, when reimbursement is not required. GTC holders are required to use split disbursement if when they use the GTC.

(4) Provide a copy of settlement voucher to the servicing budget office within two days after receipt of the settlement (permissible under Privacy Act 1974; Auth 5 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397).

(5) Comply with JFTR and JTR for all temporary duty performed in connection with exercises. Participation during the inclusive (actual phase) period of an exercise will not be authorized per diem. Additional guidance is provided as follows:

(a) Action officer/authorizing official will make prior arrangements to ensure that government quarters and mess are available.

(b) TDY personnel and/or action office will ensure that needed supplies and equipment are planned for and accompany individuals in cases where they are quartered "under field conditions."

(6) Inform the responsible authorizing official of all changes and initiate required amendments to include cancellation of a request.

(7) Comply with the direction of this paragraph and/or applicable regulatory guidance for all TDY requirements originating and/or funded outside of this command.

i. Each command, activity and staff section will institute procedures to ensure:

(1) Officials who can approve or authorize TDY orders are designated on an authenticated DD Form 577 (Signature Card) in writing and are aware of their responsibilities under the guidance, policy and instructions of this policy memorandum. The authenticated DD Form 577 will be verified by the order issuing authority prior to the issuance of the travel order. Requesting officials (Block 17 of DD Form 1610) will not sign as approving official (Block 18 of DD Form 1610).

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(2) Travelers file settlement vouchers within five working days to Finance. Review travel claims, DD Form 1351-2 (travel voucher) for the overall propriety to ensure that the claim is complete, reasonable, and consistent with both the mission and authorized reimbursable expenses on the DD Form 1610. The reviewing official sign and date block 20c and 20d of the DD Form 1351-2 prior to voucher submission to the finance office.

(3) A copy of the travel order, accompanied by a signed memorandum from the traveler, is submitted when reimbursement for TDY is not required to the appropriate budget office stating that travel was performed but no claim will be made to the government.

(4) TDY orders requiring revocation will be stamped "VOID" in lieu of issuing another DD Form 1610 to revoke them. A void stamp will provide space for the order requesting, authorizing, and fund certifying officials' signatures and date.

(5) Amendments are submitted as required. The number of days TDY can be exceeded (Block 10a of DD Form 1610) by 100% or seven days, whichever is less, without an amendment. If the proceed date (Block 10b of DD Form 1610) is changed within +/- seven days, there is no need for an amendment.

(6) Administrative procedures are developed to ensure timely preparation of travel requirements and orders. This will permit adequate time for the traveler to make the most cost effective travel arrangements and allow adequate time for payment of any travel advances.

j. Preparation of TDY orders.

(1) DD Form 1610, as prescribed in AR 600-8-105, will be used to publish TDY orders for U.S. military, DOD civilian and Korean civilian employees.

(2) Invitational travel orders will be used and issued for all requests emanating from KATUSA, family members (when authorized), and non-affiliated DOD personnel, with the exception of contract personnel. Contract personnel will travel by means established within contract terms.

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(3) The following statements will be entered in Block 16 (Remarks), when applicable. Only abbreviations and brevity codes listed in AR 310-50 and those outlined in AR 600-8-105 are to be used:

- (a) "Government transportation will be used if available."
- (b) "Commercial taxi is authorized in and around TDY site for official travel only."
- (c) "When government quarters and/or mess are not available a statement of non-availability will be obtained" will be inserted on military TDY orders.
- (d) "When government quarters are not available a statement of non-availability will be obtained" will be inserted on DAC/KN TDY orders.
- (e) Submit travel voucher with lodging receipts to the servicing finance office NLT 5 days upon completion of travel.
- (f) Traveler is/is not a government travel cardholder.
- (g) An official travel arrangement purchased through a travel office (travel agency) not under contract to the government is not reimbursable.
- k. Special Instructions – Out-of-Country Travel. Personnel traveling under funded orders must obtain a Certificate for Departure (USFK Form 223EK) for each traveler prior to proceeding on international flight and have available to turn in to the agent during check-in to the boarding area. The following statements are to be inserted on out-of-country travel orders in Block 16 (Remarks), as appropriate. Standard military abbreviations as outlined in AR 310-50 are required.
 - (1) "Carrying of classified material aboard commercial passenger aircraft is prohibited, except as outlined in DOD Directive 5200.1-R."
 - (2) "Air Baggage Allowance: Two pieces of baggage; each piece NTE 70 pounds."

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(3) "Certificate of Departure, USFK Form 223EK, for out-of-country travel will be obtained prior to proceeding to the airport."

l. An approved travel order that permits travel outside the geographic boundary of the permanent duty station commits funds for Per Diem, Transportation, and Reimbursable expenses. Although the government may provide transportation, meals, and lodging without charge, the traveler remains entitled to a reduced per diem allowance and budget sections must budget for this expense.

m. "No Cost" travel orders will not be permitted. The performance of official travel may result in "no cost" to the government once travel has been completed and entitlements have been determined, but the creation of travel orders which indicate "no cost" are improper and give the impression of denial of entitlements. Military personnel will be issued DA Form 31 for Permissive TDY.

n. Subordinate Commands and Headquarters Staff elements of 19th TSC are authorized to approve foreign flag carrier commercial aircraft travel within ROK when it has been determined that air travel is in the best interests of the U.S. Government. The travel situation must meet the following criteria:

(1) More cost effective than surface transportation.

(2) Mission timeliness requires the fastest means of travel.

o. Authentication of TDY Orders (DD Form 1610).

(1) Block 19 – Accounting Citation will be certified by the financial manager or the official responsible for TDY travel targets. Fund certifiers will not certify his/her own travel order.

(2) Block 20 – Order Authorizing Official will be authenticated by the commander or the official designated to issue orders. Order Authorizing Officials may request his/her own travel but will not approve, nor fund certify the same travel order.

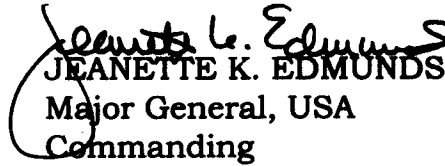
6. SUPERSESSON. This policy memo supersedes Command Policy Letter #35 – 19th TSC Travel Policy, 27 Nov 02.

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7. The point of contact is Resource Management at 768-7701.

2 Encls
as


JEANETTE K. EDMUNDS
Major General, USA
Commanding

DISTRIBUTION:

A

TDY COMMITMENT COMPUTATION SHEET

AUTOMATED COMPUTATION USING EXCEL

COMMONLY USED PER DIEM RATES IN KOREA

| LOCATION | MAX LODGING | M&IE |
|--------------------|----------------|--------|
| TAEGU/HENRY/WALKER | 105.00 | 69.00 |
| PUSAN/CP HIALEAH | 182.00 | 111.00 |
| OTHER | 70.00 | 58.00 |

SECTION: _____

NAME: _____

DATE OF TRAVEL: _____

NUMBER OF DAYS: _____

TDY LOCATION: _____

Updated per diem rates are found at <http://www.dtic.mil/perdiem/>.

LOCATION _____

M&IE (Meals & Incidental Expense) \$ _____

MISC EXPENSES IN US\$ \$ _____

ESTIMATED TDY COST \$ _____

Computation Instruction

1. Insert the TDY location in block B16.
2. Insert the appropriate M&IE rate according to above locality rate in block B17.
3. Insert the estimated other expenses (i.e., transportation cost, registration fees) in block B18.

LOCATION _____

NUMBER OF DAYS _____

*LODGING COST PER NIGHT IN US\$ \$ _____

**M&IE (Meals & Incidental Expense) \$ _____

MISC EXPENSES IN US\$ \$ _____

ESTIMATED TDY COST \$ _____

Computation Instruction

1. Insert the TDY location in block B29.
 2. Insert number of days TDY in block B30.
 3. Insert the lodging cost per night (not to exceed the amount in the locality rate above) in block 31.
 4. Insert the appropriate M&IE rate according to above locality rate in block B32.
 5. Insert the estimated other expenses (i.e., transportation cost, registration fees) in block B33.
- *LODGING COST PER NIGHT WILL NOT BE HIGHER THAN THE MAX LODGING RATE.
- **M&IE FOR THE FIRST AND LAST DAYS OF TRAVEL IS COMPUTED AT 75% OF THE DAILY M&IE RATE.

SECTION TARGET \$ _____

USED TO DATE \$ _____

BALANCE \$ _____

ESTIMATE COST \$ _____

(AMOUNT FROM BLOCK B20 OR B35 ABOVE)

PROJECTED BLANCE \$ _____

SECTION:

[illegible]